

Office of Health Care Assurance

State Licensing Section

STATEMENT OF DEFICIENCIES AND PLAN OF CORRECTION

Facility's Name: Hookele Caregivers Maui, LLC	CHAPTER 700
Address: 820 Mililani Street, Suite 711, Honolulu, Hawaii 96813	Inspection Date: November 20, 2019 Initial

THIS PAGE MUST BE SUBMITTED WITH YOUR PLAN OF CORRECTION. IF IT IS NOT, YOUR PLAN OF CORRECTION WILL BE RETURNED TO YOU, UNREVIEWED.

YOUR PLAN OF CORRECTION MUST BE SUBMITTED WITHIN TEN (10) WORKING DAYS. IF IT IS NOT RECEIVED WITHIN TEN (10) DAYS, YOUR STATEMENT OF DEFICIENCIES WILL BE POSTED ONLINE, WITHOUT YOUR RESPONSE.

	RULES (CRITERIA)	PLAN OF CORRECTION	Completion Date
<input checked="" type="checkbox"/>	<p>§11-700-8 <u>Policies and procedures.</u> (4) A home care agency shall have policies and procedures that include:</p> <p>Provisions to establish that the supervisor and all staff shall become familiar with and follow the service plan;</p> <p><u>FINDINGS</u> Client #2- Home visit conducted on 11/22/19 and noted a pair of knee braces inside the client's room. Personal care aide (PCA) assigned stated that she helps the client in putting on the knee braces as reflected in the service plan. Review of client's service plan did not indicate assistance in putting on knee-braces.</p>	<p>PART 1</p> <p><u>DID YOU CORRECT THE DEFICIENCY?</u></p> <p>USE THIS SPACE TO TELL US HOW YOU CORRECTED THE DEFICIENCY</p> <p><i>We are not currently providing services to Client #2. However, if we resume services at a later date the service plan will be updated to add language that client is assisted with putting on knee braces as well as any other changes that should be noted on the service plan.</i></p>	

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	RULES (CRITERIA)	PLAN OF CORRECTION	Completion Date
<input checked="" type="checkbox"/>	<p>§11-700-9 <u>Administration and standards.</u> (d)(3) The home care agency shall:</p> <p>Document that every employee and volunteer, who has direct client contact, has an initial and annual tuberculosis (TB) clearance in accordance with the most current and updated guidelines in chapter 11-164 Hawaii administrative rules prior to their first contact with clients;</p> <p>FINDINGS Employees #3, #6, and #7- Tuberculosis (TB) clearance completed after date of hire.</p>	<p>PART 1</p> <p>Correcting the deficiency after-the-fact is not practical/appropriate. For this deficiency, only a future plan is required.</p> <p><i>All staff with direct client contact hired after the November 20, 2019 inspection date will have TB tests submitted prior to hire date.</i></p>	

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	RULES (CRITERIA)	PLAN OF CORRECTION	Completion Date
<input checked="" type="checkbox"/>	<p>§11-700-9 Administration and standards. (d)(4) The home care agency shall:</p> <p>Conduct criminal background checks in accordance with section 321-15.2, HRS, to ensure that all employees and volunteers who provide client care or who supervise staff, including the administrator, do not have a history of criminal conviction, abuse, neglect, threatened harm, or other maltreatment against children or adults bearing a rational relationship to the duties and responsibilities of their position in accordance with state and federal laws, and prudent business practice. Relevant charges include but are not limited to assault, abuse, neglect, or theft;</p> <p>FINDINGS Employees #1, #2, #3, #4, #5, #6, and #7- Background check clearance completed after date of hire.</p>	<p>PART 1</p> <p>Correcting the deficiency after-the-fact is not practical/appropriate. For this deficiency, only a future plan is required.</p> <p><i>All staff with direct client care or who supervise staff hired after the November 20, 2019 inspection date will have background check clearance prior to hire date.</i></p>	

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Ho'okele Health		Policy and Procedure	
		Human Resources	
Title: Hiring		DC #: HR1016	
Effective Date: August 10. 2018		Human Resources	

Purpose:

Ho'okele is an Equal Opportunity Employer and believes that a staff with diverse skills, backgrounds and perspectives is best able to meet the needs and culture of Ho'okele. Ho'okele does not discriminate based on race, sex, age, religion, color, ancestry, disability, citizenship, ethnicity, country of origin, veteran/military status, marital status, sexual orientation, gender identity or expression, political affiliation or arrest and court record when hiring or in any other personnel action.

Policy:

Resumes are accepted on an ongoing basis, whether or not positions are available. Ho'okele does not respond to all resumes. All applicants must complete an employment application and provide the required evidence of right to work in the United States. An application must be completed before an applicant will be considered a candidate.

Interviews are conducted for new positions or when vacancies are anticipated. The interviews will be conducted with applicants who meet the education, training, experience, and licensure or certifications required for the position. Reference checks will be performed on selected applicants after interviews.

All job offers will be contingent on the successful completion of criminal background check, drug screens, sex offender listing, and State data base report on history of abuse, neglect, or financial exploitation.

The offer letter includes the hourly wage or salary, job description, PTO policy, Standards of Business Conduct, and Confidentiality agreement. If the hired individual plans to drive, Ho'okele's Mileage policy will be included.

Following acceptance of an offer, all employees with direct caregiving positions are required to have an initial tuberculosis (TB) clearance and or chest x-ray and pre-employment medical examination upon date of hire. An annual TB or chest x-ray clearance will be required and periodic medical examination as needed.



After successful completion of background checks and job required documents, all new employees will go through new hire orientation which is their hire date. During orientation, new employees will be given workplace rules, policies, procedures and other information about the company and their positions.

Date Approved: 10/12/08

Date Reviewed: 10/5/15

Date Revised: 1/10/09, 8/24/10, 10/2/11, 11/21/13, 5/30/18, 1/6/20

Version History

Approval Date	Effective Date:	Originator	Change History	DC#
7/1/15	7/1/15	Tracy Hart	Conversion to policy manager	HR1016a

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STAFF & SENIOR
OFFICIALS
STATE DEPT. OF
STATE DEPT. OF
STATE DEPT. OF

Licensee's/Administrator's Signature: Am. Fernandes

Print Name: Tanya Fernandes

Date: 1/6/2020

STATE OF FLORIDA
STATE LICENSING
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